



ENLISTED PROMOTIONS

CPT ATHERTON



AG Officer Basic Course

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Terminal Learning Objective

Soldier Support Institute



ACTION:	Manage/Administer Enlisted Promotions
CONDITIONS :	Given AR 600-8-19, Enlisted Promotions and Reductions, MILPER Promotion Messages, Enlisted Promotion Handouts and Practical Exercises, and class notes
STANDARDS:	<p>Identify the basic concepts of enlisted promotions to include:</p> <ol style="list-style-type: none"> 1. Correctly compute waiver allocations for advancement to PV2-SPC and review the Enlisted Promotions Report (AAA-117) for completeness and accuracy. 2. Correctly compute promotion point on the DA Form 3355. 3. Accurately review promotion of soldiers under the decentralized and semi-centralized promotion systems.

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Evaluation

- Task: 20 questions of a 40 question multiple choice exam
- Conditions:
 - Closed notes exam
- Standards: 70% or higher final grade





References

- Active Duty: AR 600-8-19 (2 May 2003)
- MILPER Messages
- Online Resources
- National Guard: NGR 600-200
- Reserve Component: AR 140-158





Outline

- Objectives
- Promotion Systems & Authorities
- Promotion System Overviews
 - Decentralized
 - Semi-Centralized
- Additional Promotion Guidelines
- Conclusion
- Summary





Objectives

- Promote the best qualified soldiers to fill authorized enlisted positions
- Provide for career progression
- Recognize & retain the best-qualified soldiers
- Preclude promotion of unproductive or not best qualified soldiers
- Provide for an equitable promotion system





Promotion Systems & Authorities

- **Decentralized** (Chapter 2)
 - Advancements to PV2 thru SPC/CPL
 - Promotion Authority: Unit CDR
- **Semi-Centralized** (Chapter 3)
 - Advancements to SGT thru SSG
 - Promotion Authority: BN CDR
- **Centralized** (Chapter 4)
 - Promotion to SFC thru CSM
 - Promotion Authority: HQDA





Decentralized Promotions PV2, PFC & SPC



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Outline

- Promotion Criteria
- Promotion Rules
- Waiver Allocation
- AAA-117 (Enlisted Advancement Report)
- Practical Exercise #1





Promotion Criteria

Promotion to	Type	TIS	TIG
PV2	Automatic	6 months	NA
	Waiver	4 months	NA
PFC	Automatic	12 months	4 months
	Waiver	6 months	2 months
SPC	Automatic	24 months	6 months
	Waiver	18 months	3 months

TIS = Time in Service

TIG = TIMIG = Time in Grade

Reference: Para 2-3

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Promotion Rules to PV2

- BASD (Basic Active Service Date) used to determine TIS (Time in Service)
- Promotion only in PMOS or CPMOS
- Automatic promotion to PV2 done by TAPDB
- Submit DA Form 4187 to prevent automatic promotion NLT 20th of month preceding month of promotion
- Early or late promotion to automatic date requires DA Form 4187 & flag transaction in eMILPO to effect promotion





Promotion Rules to PFC/SPC

- Automatic promotion to PFC/SPC done by TAPDB
- Eligible ARNG & USAR on IADT promoted to SPC with concurrence of Reserve Unit
- If reduced in grade, cannot promote with waiver
- Exceptions:
 - Promotions authorized by enlistment contract
 - CMF 18 & Ranger School graduates





Determine Eligibility to SPC

TIS

TIG

9 31
98 ~~10~~ ~~01~~

9 31
98 ~~10~~ ~~01~~

← Promotion Month →

- 97 05 19 BASD

- 98 05 02 DOR to PFC

1 4 12
x 12 +1

4 29
+1

12 + 4 mo & 13 days

4 mo & 30 days

Total Time = 16 mo

Total Time = 5 mo

Cannot round days up to months
30 days = 1 month

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Waiver Allocations

- PV2/PFC
 - Based on assigned strength
 - PV2: $\leq 20\%$ of total assigned PV2 soldiers
 - PFC: $\leq 20\%$ of total assigned PFC soldiers
 - Calculated by company
- SPC
 - Consolidated & calculated at BN level
 - Use current authorized CPL & SPC positions
 - Waiver % published monthly by HQDA
- Promotions by waiver effective on first of month





Unit Personnel Data

Company:	Authorized	Assigned	Waivers
PV1	8	7	0
PV2	15	1	1
PFC	30	32	2
Battalion:			
SPC	48	32	5





Calculate Waiver Allocations PFC

32	Assigned Strength of PFCs
x .20	Waiver Limit

6.4 Maximum # of waivers for month

6 Round down to nearest whole number

- 2 # currently advanced with waiver

4 # of waivers available for month





Calculate Waiver Allocations SPC/CPL

48 Authorized at BN
x .17 Waiver limit published by DA

8.16 Maximum # of waivers for month

8 Round down to nearest whole number

- 5 # currently advanced with waiver

3 # of waivers available for month





Sample Timeline

Month Prior to Promotion | Promotion Month

BN S1 - Print AAA-117, review and annotate discrepancies; compute waiver allocations

Unit Cdr - Review AAA-117, circle YES/NO and initial each soldier on the report; authenticate (sign) the report and counsel soldiers as required

BN S1 - Prepare DA 4187's and submit eMILPO NLT the 20th of the month. Send 4178's and AAA-117 to PSB AG Officer Basic Course

1st of month - All soldiers recommended for promotion with waiver are promoted (Para 2-5a)

1st of the month - Automatic promotions begin and continue throughout the month based on the day each soldier reaches his/her automatic eligibility

Reference: Para 2-3 to 2-6

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Enlisted Advancement Report

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- Monthly reports from eMILPO
 - AAA-117: Unit Enlisted Advancement Report
- Official promotion instrument for promotion to SPC & below
- CMDR annotates support or denial of promotion on reports





Reviewing AAA-117

Recommend

Eligible	YES	Automatic
	NO	Circle & initial; submit 4187 & eMILPO; counsel soldier
Need Waiver	YES	If waiver available: Circle & initial; submit 4187 & eMILPO
	NO	No action required
Not Eligible	YES	Circle & initial; submit 4187 & eMILPO
	NO	No action required





Questions





Practical Exercise #1





Semi-Centralized Promotions

SGT & SSG





Outline

- Responsibilities
- Promotion Eligibility
- Promotion Boards
- Processing Promotion Board Results
- Promotion Points
- Practical Exercise #2



Responsibilities

- Field Responsibilities
 - CDRs LTC or higher have promotion authority
 - Conduct promotion boards
 - Calculate promotion points
 - Execute promotions
- DA Responsibilities
 - Collects promotion points from field
 - Determines promotion cut-off scores
 - Announces monthly by-name promotion list

Reference: Para 3-1





Board Eligibility Criteria

Factor	To SGT	To SSG
TIS	34 months 16 months with waiver	82 months 46 months with waiver
TIG	6 months 4 months with waiver	8 months 5 months with waiver
MIL ED	None	PLDC
CIV ED	HS diploma or GED min	HS diploma or GED min
Points	350 points min	450 points min

Reference: Para 3-11, Table 3-3





Promotion Eligibility Criteria

Factor	To SGT	To SSG
TIS	36 months 18 months with waiver	84 months 48 months with waiver
TIG	8 months 4 months with waiver	10 months 5 months with waiver
MIL ED	PLDC	BNCOC

Reference: Table 3-4 & Para 3-39

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Identifying Soldiers for Promotion

- Board Month – 1:
 - NLT 1st day: BN S1 sends AAA-294 (Unit Enlisted Promotion Report) to Unit CDR
 - NLT 5th day: CDR returns annotated roster to BN S1 with necessary info for completion of Section A, DA 3355
 - BN S1 completes Section A, DA 3355 on each soldier & returns to CDR
 - CDR certifies DA 3355, counsels fully eligible soldiers not recommended, & returns DA 3355 and counseling to BN S1

Reference: Para 3-11 & Table 3-5





DA Form 3355 - Section A

1. MILITARY TRAINING (Maximum 100 Points)				
A. LATEST APFT DATE (YYYYMMDD)	PUSH-UPS TOTAL			C.
	SITUPS	RUN		
D. LATEST WEAPONS QUALIFICATIONS POINTS AWARDED DATE (YYYYMMDD)	E. DA FORM USED:		F. TOTAL HITS	G.
H. TOTAL POINTS AWARDED _____ →				
2. DUTY PERFORMANCE EVALUATION (Maximum 150 Points Award 1-30 Points For Each CATEGORY)				
POINTS AWARDED				
A. COMPETENCE: Proficient, Knowledgeable, Communicates effectively				
B. MILITARY LEADERSHIP: Role Model, Appearance, Confidence				
C. LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern				
D. TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching				
E. RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation				
F. TOTAL POINTS AWARDED _____ →				
I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manual.				
SIGNATURE OF COMMANDER (YYYYMMDD)	DATE, TITLED OR PRINTED NAME AND GRADE			DATE





Processing Recommendations

- Board Month – 1:
 - NLT 10th day or first working day after 10th: BN S1 forwards DA 3355s to PSB, ENRC
 - NLT 3 duty days prior to board month: ENRC completes Section B & returns to BN S1
- May add administrative points up to and including the date the board proceeding are approved
- Unsubstantiated points removed after 60 days



Promotion Boards

(1 of 2)

- Conducted monthly NLT 15th of month
- Members appointed by Promotion Auth
 - Odd number (min 3) of voting members
 - One board recorder w/o vote
 - President is senior member
 - If all NCO board, president is CSM
 - Minimum one grade senior to those under consideration
 - Possess gender/ethnic representation





Promotion Boards

(2 of 2)

- After convening, members cannot change
- Paperwork
 - DA Form 3355: certified by recorder
 - DA Form 3356: used by members to vote
 - DA Form 3357: Board Recommendation



DA Form 3355 - Section C

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SECTION C - TOTALS					
Only whole numbers will be used in awarding promotion points for all sections (drop fractions). Only initial and total reevaluations require submission of Da Form 3355. Administrative reevaluations and adjustments are submitted on DA Form 4187 and annotated in the Eval/Adj Column.					
1. POINTS GRANTED					
ITEM		EVAL/ADJ (Date)		EVAL/ADJ (Date)	
A.TOTAL PERFORMANC EVALUATION AND MILITARY TRAINING POINTS - SECTION A (Maximum 250 P					
B.TOTAL ADMINISTRATIVE POINTS - SECTION B (Maximum 400 points)					
C.TOTAL BOARD POINTS (Maximum 150 points)					
D.TOTAL PROMOTION POINTS (Maximum 800 points)					
2. INITIALS OF RESPONSIBLE PSB OFFICIAL					



DA Form 3355 - Section D

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SECTION D - CERTIFICATION		
I certify that the above total points shown have been accurately extracted from appropriate records and promotion list points indicated are correct.		
1. RECOMMENDED BY BOARD <input type="checkbox"/> YES <input type="checkbox"/> NO		2. ATTAINED MINIMUM POINTS <input type="checkbox"/> YES <input type="checkbox"/> NO
3. TYPED OR PRINTED NAME AND SIGNATURE OF BOARD RECORDER (YYYYMMDD)		4. GRADE 5. DATE
I certify that the soldier has been recommended for promotion by a valid promotion board.		
6. TYPED OR PRINTED NAME OF PROMOTION AUTHORITY	7. SIGNATURE	8. DATE PROCEEDINGS WERE APPROVED (YYYYMMDD)
Counseling statement: I have been counseled on my promotion status and deficiencies. (Use only when recommendation is disapproved, when a soldier is not selected by a board, or when a soldier cannot be added to the recommended list due to not attaining the minimum required points.)		
9. SIGNATURE OF SOLDIER SIGNATURE OF	10. DATE	(YYYYMMDD) 11. TYPED OR PRINTED NAME AND COUNSELOR.





DA Form 3356

- Board Member Appraisal Worksheet
- Completed by each board member on each candidate





DA Form 3357

- Board Recommendation
- Summary of DA Form 3356s on candidates
- Compiled by board recorder
- Completed for each candidate





Processing Board Results

Memorandum of Board Proceedings (1 of 2)

- Prepared within 1 duty-day of board's adjournment by BN S1
- Tells where & when board was conducted
- Indicate membership of board
- Alpha list of those recommended by grade
- Alpha list of those not recommended by grade
- Signed by board president

Reference: Para 3-18 & Table 3-8





Processing Board Results

(2 of 2)

- Promotion Authority
 - Approves/Disapproves board report
 - Forwards to PSB NLT 3 duty-days after board adjournment (NLT 20th)
- PSB: Inputs promotion points to TAPDB NLT 27th of month
- Points effective 1st day of 2nd month after put in TAPDB





Promotion Points

- Available Points
- Tabulating
- Reevaluating
- Adjusting





Available Points

Category	Points
Duty Performance	150
Awards, Decorations & Achievements	100
Military Education	200
Civilian Education	100
Military Training (APFT & Weapon Qual)	100
Total Board Points	150
Total Promotion Points	800





Point Reevaluations

- Administrative
 - Adding 20 or more new points
 - Submit memorandum of reevaluation
 - Must be in a promotable status
- Total
 - Redo entire board process
 - Occur NET 6 months from last board appearance or administrative reevaluation
 - Results supercede previous points/status
 - Can result in removal from promotion list





Point Adjustments

(1 of 2)

- Correcting a math error
- Adding or subtracting promotion points
 - Missing valid or previously unsupported points
 - Include supporting official documentation
 - Adjustment request submitted via memo
 - Additions effective 1st day of 2nd month after input in TAPDB
 - Subtractions effective immediately (enforced by PSB)
- PD CDR approval authority for adjustments

Reference: Para 3-22 & Table 3-10





Point Adjustments

(2 of 2)

- Adding less than 20 points:
 - Submit request via DA Form 4187
 - PD CDR approval authority for request of < 20 points if current score is 781 or higher
 - Request approved only when addition is at least 1/3 of difference to 800 points





Points – Section A

1. MILITARY TRAINING (Maximum 100 Points)

A. LATEST APFT DATE (YYYYMMDD)	PUSH-UPS TOTAL			SITUPS	RUN	C.
D. LATEST WEAPONS QUALIFICATIONS POINTS AWARDED DATE (YYYYMMDD)	E. DA FORM USED:		F. TOTAL HITS		G.	
H. TOTAL POINTS AWARDED _____ →						

2. DUTY PERFORMANCE EVALUATION (Maximum 150 Points Award 1-30 Points For Each

POINTS AWARDED	CATEGORY
A. COMPETENCE: Proficient, Knowledgeable, Communicates effectively	
B. MILITARY LEADERSHIP: Role Model, Appearance, Confidence	
C. LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern	
D. TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching	
E. RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation	
F. TOTAL POINTS AWARDED _____ →	
I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manual.	
SIGNATURE OF COMMANDER (YYYYMMDD)	DATE





Points - Section B

SECTION B - ADMINISTRATIVE POINTS

1. AWARDS, DECORATIONS AND ACHIEVEMENTS (Maximum 100 Points. List all awards individually. Include award number (I.e 3rd OLC and the order number)

1. TOTAL POINTS AWARDED →

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Section B Cont'd

SECTION B - ADMINISTRATIVE POINTS (Continued)					
2. MILITARY EDUCATION (Maximum 200 Points. List all military Education.)					
TOTAL POINTS AWARDED →					
3. CIVILIAN EDUCATION (Maximum 100 Points. List all Civilian Education.)					
TOTAL POINTS AWARDED →					
I certify that the above administrative points shown have been accurately extracted from appropriate records and					
4. TYPED OR PRINTED NAME OF 7. DATE RESPONSIBLE OFFICIAL (YYYYMMDD)		5. DATE		6. SIGNATURE OF RECOMMENDED INDIVIDUAL (Required)	





Timeline Review

Board Month - 1	<p>NLT 1st of month BN S1 sends AAA-294 to unit CDR</p> <p>NLT 5th of month CDR verifies data & sends to S1</p> <p>NLT 10th prepare Section A, DA 3355 at BN; send to PSB</p> <p>NLT 3 duty days before board month complete Section B, DA 3355; return to BN</p>
Board Month	<p>NLT 15th of month conduct promotion board</p> <p>Complete Section C & D of DA Form 3355</p> <p>NLT 20th of month forward board results to PSB</p> <p>NLT 27th of month PSB forwards points to TAPDB</p>
Board Month + 1	<p>HQDA processes promotion points & creates point model</p> <p>PSB/PD prints monthly Promotion By-Name List</p> <p>PSB Identifies promotees & verifies eligibility</p> <p>PSB issues orders or non-prom notification memo</p>
Board Month + 2	<p>Promotion points effective 1st of month</p>

Reference: Para 3-2 & slides





Questions





Practical Exercise #2





Additional Promotion Guidelines





Outline

- Conditional Promotions
- Promotion Delays
- Promotion Ceremonies
- Counseling for Non-Recommendation
- Promotion Declination
- Posthumous Promotions



Conditional Promotions

- Soldiers who have not met NCOES requirements can be conditionally promoted pending graduation from NCOES.
- Applies to promotion to SGT, SSG, SFC and SGM.
- Conditional promotion to SGT requires promotion authority approval.
- Soldiers conditionally promoted to SGT through SFC must complete the NCOES requirement within 12 months or they will be administratively reduced.
- Currently the 12 month requirement has been suspended due to OEF/OIF.





Promotion Delays

- Due to non-promotable status
- **“Favorable” resolution:** promotion date that of peers (previously scheduled)
- **“Unfavorable” resolution:** promoted date following the removal of the suspension of personnel actions
- **“Other resolution”:** promoted effective date of removal of the suspension of personnel actions





Promotion Ceremonies

- Conduct on the promotion effective date
- Early promotions authorized when:
 - Effective date on weekend
 - Effective date on ~~national~~ holiday
- Promotion certificate = Promotion orders





Counseling for Non-Recommendation

- Command must counsel in writing:
 - Soldiers PV2 thru SSG who are eligible for promotion w/o a waiver but not recommended
 - Must counsel when soldier becomes eligible
 - Must counsel periodically (at least quarterly)
 - Must explain why soldier is not recommended
- Not required to counsel soldiers non-recommended to SFC thru SGM





Promotion Declination

- Request declination via memorandum
- Must request within 30 days after effective date of promotion
- May decline reclassification if promotion is a RMOS other than PMOS (terminates promotion)
- Declination irrevocable once received by promotion authority





Posthumous Promotions

- Must have been officially recommended for promotion prior to death
- Issued by CDR, PERSCOM via DD Form 3168 (Posthumous Certificate of Promotion)
- No financial entitlements associated with promotion
- May use higher grade on official documents and burial marker





Conclusion

- Continuous and timely process
- Proactively monitor system
- Remain current on information
- 100% accuracy essential





Practical Exercise #3



Terminal Learning Objective

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ACTION:	Manage/Administer Enlisted Promotions
CONDITIONS :	Given AR 600-8-19, Enlisted Promotions and Reductions, MILPER Promotion Messages, Enlisted Promotion Handouts and Practical Exercises, and class notes
STANDARDS:	<p>Identify the basic concepts of enlisted promotions to include:</p> <ol style="list-style-type: none">1. Correctly compute waiver allocations for advancement to PV2-SPC and review the Enlisted Promotions Report (AAA-117) for completeness and accuracy.2. Correctly compute promotion point on the DA Form 3355.3. Accurately review promotion of soldier under the decentralized and semi-centralized promotion systems.

